

**Milper Message Number**

**11-265**

**Proponent**

**AHRC-PDV-PO**

**Title**

**FY12, CAPTAIN (CPT), ARMY NATIONAL GUARD OF THE UNITED STATES (ARNGUS),  
ARMY RESERVE ACTIVE GUARD RESERVE (AR AGR), AND ARMY RESERVE NON-  
ACTIVE GUARD RESERVE (AR NON-AGR), ARMY PROMOTION LIST (APL),  
COMPETITIVE CATEGORIES, PROMOTION SELECTION BOARDS**

**...Issued: [31 Aug 11]...**

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A. AR 135-155, PROMOTION OF COMMISSIONED OFFICERS AND WARRANT OFFICERS OTHER THAN GENERAL OFFICERS, 13 JUL 04

B. AR 600-8-104, MILITARY PERSONNEL INFORMATION MANAGEMENT/RECORDS, 22 JUN 04

C. AR 623-3, EVALUATION REPORTING SYSTEM, 10 AUG 07

D. AR 640-30, PHOTOGRAPHS FOR MILITARY HUMAN RESOURCES RECORDS, 18 SEP 08

E. DA MEMO 600-4, POLICIES AND PROCEDURES FOR RESERVE COMPONENTS OFFICER SELECTION BOARDS, 9 Feb 04

F. MILPER MESSAGE 10-322, SUBMITTING OMPF DOCUMENTS INTO THE INTERACTIVE PERSONNEL ELECTRONIC RECORDS MANAGEMENT SYSTEM (IPERMS), 9 DEC 10

G. MILPER MESSAGE 10-333, CLARIFICATION TO MILPER MESSAGE 10-322, SUBMITTING OMPF DOCUMENTS INTO THE INTERACTIVE PERSONNEL ELECTRONIC RECORDS MANAGEMENT SYSTEM (IPERMS), 27 DEC 10

H. MILPER MESSAGE 11-239, FY12, CAPTAIN (CPT), ARMY NATIONAL GUARD OF THE UNITED STATES (ARNGUS), ARMY RESERVE ACTIVE GUARD RESERVE (AR AGR), AND ARMY RESERVE NON-ACTIVE GUARD RESERVE (AR NON-AGR), ARMY PROMOTION LIST (APL), COMPETITIVE CATEGORIES, PROMOTION SELECTION BOARDS, 3 AUG 11

1. THIS MILPER MESSAGE WILL EXPIRE NLT NOV 14.

2. MILPER MESSAGE 11-239, FY12, CAPTAIN (CPT), ARMY NATIONAL GUARD OF THE UNITED STATES (ARNGUS), ARMY RESERVE ACTIVE GUARD RESERVE (AR AGR), AND ARMY RESERVE NON-ACTIVE GUARD RESERVE (AR NON-AGR), ARMY PROMOTION LIST (APL), COMPETITIVE CATEGORIES, PROMOTION SELECTION BOARDS, 3 AUG 11 IS EXPIRED WITH RELEASE OF THIS MILPER MESSAGE.

3. POLICY.

A. MANDATORY DEPARTMENT OF THE ARMY PROMOTION SELECTION BOARDS WILL CONVENE ON OR ABOUT 1 NOV 11, TO CONSIDER RESERVE OF THE ARMY PROMOTION LIST

(APL) FIRST LIEUTENANTS FOR PROMOTION TO CAPTAIN. ZONES OF CONSIDERATION CONSIST OF ALL RESERVE OF THE ARMY (USAR AND ARNGUS) APL FIRST LIEUTENANTS WITH A DATE OF RANK (DOR):

ABOVE THE ZONE: (USAR ONLY) 31 DEC 09 AND EARLIER

PROMOTION ZONE: (USAR ONLY) 1 JAN 10 THROUGH 30 NOV 10

ABOVE THE ZONE: (ARNGUS ONLY) 31 AUG 07 AND EARLIER

PROMOTION ZONE: (ARNGUS ONLY) 1 SEP 07 THROUGH 31 AUG 08

B. CDR, HRC WILL SUBMIT NAMES OF ELIGIBLE OFFICERS TO THE SELECTION BOARD. SELECTIONS WILL BE MADE UNDER THE METHODS DESCRIBED IN REFERENCE A.

C. TITLE 10 USC, SECTION 14105 (B) REQUIRES THAT THE NAME AND DATE OF RANK OF THE SENIOR AND JUNIOR OFFICERS IN THE PROMOTION ZONE, OF THE DATE OF THIS ANNOUNCEMENT, BE IDENTIFIED. THE SENIOR AND JUNIOR OFFICERS IN THE PROMOTION ZONE ARE AS FOLLOWS:

(ARNGUS)		
SENIOR OFFICER:	1LT ANDREW J. HALL	DOR: 1 SEP 07
JUNIOR OFFICER:	1LT MARCUS A. RUZEK	DOR: 31 AUG 08
(AR AGR)		
SENIOR OFFICER:	1LT CHARLES R. HARDENSTINE	DOR: 07 JAN 10
JUNIOR OFFICER:	1LT ANTHONY D. PUMPHREY	DOR: 23 NOV 10
(AR NON-AGR)		
SENIOR OFFICER:	1LT KEATON L. TROY	DOR: 01 JAN 10
JUNIOR OFFICER:	1LT YAN E. BURIAN	DOR: 30 NOV 10

#### 4. EVALUATION REPORTS.

A. IN ORDER TO BE ELIGIBLE FOR CONSIDERATION BY THE BOARD, ALL MANDATORY OR OPTIONAL OERS/AERS MUST BE RECEIVED, ERROR FREE, IN THE EVALUATION REPORTS BRANCH, HUMAN RESOURCES COMMAND (HRC) NLT AND BY CLOSE OF BUSINESS ON 21 OCT 11. OERS/AERS RECEIVED ON 21 OCT 11, BUT AFTER CLOSE OF BUSINESS WILL GET THE NEXT BUSINESS DAY AS A RECEIVED DATE. BECAUSE HRC MUST PHYSICALLY PULL OVER ELECTRONIC SUBMISSIONS OR RECEIVE MAIL AND OPEN, THE DATE/TIME OF SUBMISSION IS NOT ALWAYS DATE/TIME OF HRC ACCEPTANCE AND RECEIPT TO ENSURE REPORTS ARE RECEIVED BY HRC THIS DATE AND TIME, COMMANDERS AT ALL LEVELS MUST MAKE SPECIAL EFFORT TO ENSURE ANY APPLICABLE EVALUATION REPORTS FOR ELIGIBLE OFFICERS ARE EXPEDITIOUSLY PROCESSED.

B. ALL OERS MUST BE SUBMITTED TO HRC VIA AKO FORMS WHICH REQUIRES DIGITAL SIGNATURES AND A RECENT VERSION OF THE EVALUATION FORM. HRC ENCOURAGES DEPLOYED UNITS AND DEPLOYED RATING OFFICIALS TO USE AND SUBMIT IN AKO FORMS WHENEVER POSSIBLE BUT ALLOWS DEPLOYED UNITS TO DIGITALLY-SIGN OR INK-SIGN, PRINT AND SCAN, AND SUBMIT OERS BY EMAIL TO [HRC.TAGD.EVALFROMDEPLOYED@CONUS.ARMY.MIL](mailto:HRC.TAGD.EVALFROMDEPLOYED@CONUS.ARMY.MIL).

(1) SENDING OERS BY EMAIL IS ONLY FOR DEPLOYED UNITS OR DEPLOYED RATING OFFICIALS

AND SHOULD ONLY BE USED IF AKO FORMS SUBMISSIONS ARE NOT AVAILABLE. A SOP COVERING STANDARDS FOR SCANNED AND EMAILED OERS FROM DEPLOYED UNITS IS AVAILABLE UPON REQUEST OR AT THE POC WEBSITE.

(2) ALL NONDEPLOYED UNITS OR RATING OFFICIALS WITH INK-SIGNED OR OLDER VERSION FORMS NOT USEABLE IN AKO FORMS MUST MAIL PRINTED OER TO CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 SPEARHEAD DIVISION AVE, DEPT# 470, FT KNOX, KY 40122.

C. CODE 09, COMPLETE-THE-RECORD REPORT:

(1) IAW AR 623-3, PARAGRAPH 3-60, A CODE 09 COMPLETE-THE-RECORD OER IS OPTIONAL FOR OFFICERS WHO MEET THE CRITERIA.

(2) THE REQUIRED "THRU DATE" FOR COMPLETE-THE-RECORD REPORTS (CODE 09) IS 23 JUL 11. ALL OTHER REPORTS HAVE "THRU DATES" THAT REFLECT THE DATE OF THE EVENT THAT IS THE REASON FOR THE REPORT.

D. REPORTS WHICH ARE RECEIVED BY HRC, EVALUATION REPORTS BRANCH FOR PROCESSING BY CLOSE OF BUSINESS 21 OCT 11, WILL BE PLACED IN OFFICIAL MILITARY PERSONNEL FILE (OMPF) AND THEN SELECTION BOARD FILES PRIOR TO SELECTION BOARD VOTING ASSUMING THE EVALUATION IS RELATIVELY FREE OF ERRORS. THIS SUSPENSE DATE IS FOR RECEIPT OF EVALUATIONS BY HRC, EVALUATION REPORTS BRANCH, NOT FOR COMPLETION TO OMPF. IF AN EVALUATION IS SEEN AS WORKING IN THE INTERACTIVE WEB RESPONSE SYSTEM (IWRS) WITH A RECEIVED BY DATE OF 21 OCT 11, OR EARLIER AND THE EVALUATION IS FREE OF ERRORS, IT WILL BE COMPLETED IN TIME FOR THE SELECTION BOARD. OFFICERS MAY VALIDATE THEIR BOARD FILES EVEN IF AN INBOUND EVALUATION IS DUE TO PROCESS.

E. CAREER MANAGERS AND BOARD SUPPORT PERSONNEL ARE NOT AUTHORIZED TO PLACE OERS DIRECTLY IN OMPFS. ALL EVALUATIONS PROCESS THROUGH THE EVALUATION REPORTS BRANCH USING NORMAL PROCESSING CHANNELS INTO THE OMPF AND THEN INTO THE SOLDIERS BOARD FILE. OERS WHICH ARE NOT LABELED (AND PROFILED) BY THE EVALUATION REPORTS BRANCH WILL NOT BE SEEN BY THIS BOARD.

F. DA FORM 1059, ACADEMIC EVALUATION REPORTS (AER), CAN BE DISTRIBUTED ELECTRONICALLY TO HRC USING THE ARMY TRAINING REQUIREMENTS AND RESOURCES SYSTEM (ATRRS). OTHERWISE, HARD COPY AERS WILL BE MAILED TO CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 SPEARHEAD DIVISION AVE, DEPT #470, FT KNOX, KY 40122.

G. OFFICERS WITH MISSING OERS IN THEIR BOARD FILES OR OMPF SHOULD FIRST CHECK THE ONLINE APPLICATION IWRS ([HTTPS://WWW.ISDRAD16.ARMY.MIL/IWRS](https://www.isdrad16.army.mil/iwrs)). THIS WILL IDENTIFY ANY EVALUATIONS NOT COMPLETED (EITHER ON HOLD OR REJECTED) DUE TO ERRORS. OFFICERS WITH QUESTIONS ABOUT OER POLICY OR PROCEDURAL MATTERS CAN CONTACT AN EVALUATIONS POC FOR RESOLUTION AT: [HRC.TAGD.EVALPOLICY@CONUS.ARMY.MIL](mailto:HRC.TAGD.EVALPOLICY@CONUS.ARMY.MIL).

5. ARMY REGULATION 135-155, TABLE 2-2, LISTS THE MILITARY EDUCATION REQUIREMENTS FOR PROMOTION SELECTION. MILITARY AND CIVILIAN EDUCATION REQUIREMENTS MUST BE COMPLETED NO LATER THAN THE DAY BEFORE THE BOARDS CONVENE. EVIDENCE THAT YOU COMPLETED THE REQUIRED MILITARY AND CIVILIAN EDUCATION MUST BE IN YOUR "MY BOARD FILE" (MBF). FOR THESE BOARDS THE MILITARY EDUCATION REQUIREMENT IS 100% COMPLETION OF OFFICER BASIC COURSE (OBC) OR BASIC OFFICER LEADER COURSE (BOLC) III OR HIGHER. EVIDENCE OF COMPLETION IS THE ACADEMIC EVALUATION REPORT (AER), DA FORM 1059. THE REQUIREMENT FOR CIVILIAN EDUCATION IS A BACCALAUREATE DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY. OFFICERS NOT EDUCATIONALLY QUALIFIED WILL

NOT BE SELECTED FOR PROMOTION. IAW DIRECTOR OF MILITARY PERSONNEL MANAGEMENT POLICY MEMORANDUM DATED 31 AUGUST 2006, SUBJECT: RESERVE COMPONENT PROMOTION BOARD MILITARY EDUCATION WAIVER GUIDANCE, THERE WILL BE NO MILITARY EDUCATION WAIVERS FOR THIS BOARD. CIVILIAN EDUCATION WAIVERS [HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/SELECT/CIVEDREQUIREMENTS.HTM](https://www.hrc.army.mil/site/active/select/civedrequirements.htm) MUST BE SUBMITTED TO [HRC.TAGD.RC.OFFICERPROMOTIONS@CONUS.ARMY.MIL](mailto:HRC.TAGD.RC.OFFICERPROMOTIONS@CONUS.ARMY.MIL) NLT 21 OCT 11.

6. ARMY RESERVE (AR) INDIVIDUAL MOBILIZATION AUGMENTEES (IMA), INDIVIDUAL READY RESERVE (IRR) AND DRILLING INDIVIDUAL MOBILIZATION AUGMENTEE (DIMA) AND TROOP PROGRAM UNIT (TPU) OFFICERS MAY INCLUDE A DA FORM 4037 (ORB) WITH THEIR MBF, IRR AND IMA OFFICERS MUST CREATE AND SUBMIT THEIR OWN ORB. SECTION IV PERSONAL/FAMILY DATA, PARTS NUMBER DEPENDENTS, RELIGION, MARITAL STATUS AND SPOUSE BIRTHPLACE/CITIZENSHIP SHOULD NOT BE FILLED OUT FOR THE BOARDS.

INSTRUCTIONS FOR COMPLETING THE ORB CAN BE FOUND AT THE FOLLOWING WEBSITE [HTTPS://WWW.HRC.ARMY.MIL/SITE/RESERVE/SOLDIERSERVICES/PB/INDEX.HTM](https://www.hrc.army.mil/site/reserve/soldierservices/pb/index.htm). THE DA FORM 4037 CAN BE DOWNLOADED FROM [HTTPS://WWW.HRC.ARMY.MIL/SITE/PROTECT/RESERVE/DOWNLOAD/INDEX.HTM](https://www.hrc.army.mil/site/protect/reserve/download/index.htm). ORBS MUST BE SUBMITTED NLT 21 OCT 11 TO [HRC.BOARD.CPTAPL@CONUS.ARMY.MIL](mailto:HRC.BOARD.CPTAPL@CONUS.ARMY.MIL)

A. AR TROOP PROGRAM UNIT (AR TPU) OFFICERS MAY INCLUDE AN ORB OR DA FORM 2-1, (PQR). USE THE LINK ABOVE TO DOWNLOAD INSTRUCTIONS FOR COMPLETING THE ORB. OFFICERS MAY OBTAIN A DA FORM 2-1 FROM THEIR UNIT ADMINISTRATIVE SECTION. 2-1 AND ORBS MUST BE SUBMITTED NLT 21 OCT 11 TO [HRC.BOARD.CPTAPL@CONUS.ARMY.MIL](mailto:HRC.BOARD.CPTAPL@CONUS.ARMY.MIL)

B. AR ACTIVE GUARD RESERVE (AR AGR) OFFICERS' ORB'S WILL BE IMPORTED INTO THEIR MBF ON OR ABOUT 2 SEP 11. SIXTY (60) DAYS BEFORE CONVENE DATE OF THE BOARD ORB'S WILL BE VIEWABLE AND WILL BE REPOPULATED AT TEN (10) DAYS PRIOR TO CONVENE DATE OF THE BOARDS. ONCE THE ORB'S ARE REPOPULATED ON THE TENTH (10) DAY PRIOR TO THE CONVENE DATE NO ADDITIONAL CHANGES WILL BE MADE. AR AGR OFFICERS SHOULD CONTACT THE ASSIGNMENT OFFICER TO UPDATE THE ORB AT THE FOLLOWING [HTTPS://WWW.HRC.ARMY.MIL/SITE/PROTECT/BRANCHES/OFFICER/INDEX.HTM](https://www.hrc.army.mil/site/protect/branches/officer/index.htm). TO ALLOW SUFFICIENT TIME FOR CORRECTIONS TO BE PROCESSED, REQUESTS MUST BE SUBMITTED AS SOON AS POSSIBLE, BUT NO LATER THAN 12 SEP 11. REQUESTS RECEIVED AFTER 12 SEP 11 WILL BE PROCESSED IN THE ORDER RECEIVED BUT MAY NOT APPEAR ON THE BOARD ORB. ORB'S FOR AR AGR OFFICERS ARE NOT AUTHORIZED TO BE SUBMITTED FROM OFFICERS FOR FILING IN THEIR MBF.

7. PLEASE ENSURE YOUR FIRST DA FORM 2-1 OR ORB IS ACCURATE AND HAS BEEN VERIFIED BY THE PERSONNEL OFFICE. DA FORM 2-1 MUST BE SUBMITTED NLT 21 OCT 11.

SUBSEQUENT SUBMISSIONS OF THE DA 2-1 WILL BE DESTROYED WITHOUT ACTION. BEFORE IT IS FORWARDED. THE FOLLOWING STATEMENT SHOULD BE ENTERED IN SECTION V, BLOCK 27 OF THE DA FORM 2-1: "I VERIFY THAT EACH ITEM OF INFORMATION ON THE FORM IS CORRECT AND TRUE." THE AUDIT MUST BE SIGNED AND DATED. UNAUDITED FORMS FORWARDED TO THE BOARD SHOULD BE ANNOTATED IN SECTION V, BLOCK 27 THAT THE OFFICER WAS NOT AVAILABLE TO AUDIT HIS/HER FORM. EMAIL IS THE PREFERRED METHOD OF COMMUNICATION FOR DOCUMENT SUBMISSIONS. [HRC.BOARD.CPTAPL@CONUS.ARMY.MIL](mailto:HRC.BOARD.CPTAPL@CONUS.ARMY.MIL) DA FORM 2-1, ORB'S (FROM NON AGR) AND MEMORANDUMS TO THE BOARD PRESIDENT EMAILED TO THE BOARD ADDRESS SHOULD BE IN PDF FORMAT. ARNGUS OFFICERS DISREGARD ANY PERSONAL INFORMATION ON THE HRC WEBSITE. ADDRESSES, RANK, ETC, MAY NOT BE UPDATED ON THE ARMY WEBSITE. THE MBF VIEW WILL BE CLOSED FIVE (5) DAYS PRIOR TO THE CONVENE DATE OF THE BOARDS (27 OCT 11).

8. ALL OFFICERS IN THE ZONE OF CONSIDERATION MAY, IF DESIRED, SUBMIT

CORRESPONDENCE TO THE PRESIDENT OF THE BOARD.

A. YOU MAY WRITE A MEMORANDUM TO THE PRESIDENT OF THE BOARDS IF THERE IS INFORMATION, WHICH WOULD BE DEEMED IMPORTANT IN THE CONSIDERATION OF YOUR RECORD. FOR EXAMPLE, IF YOU ARE CURRENTLY DEPLOYED AND DO NOT HAVE A RECENT OER AND ARE UNABLE TO UPDATE A PHOTO. USAR OFFICERS SHOULD EMAIL MEMORANDUMS IN PDF FORMAT TO [HRC.BOARD.CPTAPL@CONUS.ARMY.MIL](mailto:HRC.BOARD.CPTAPL@CONUS.ARMY.MIL). ARNGUS OFFICERS SHOULD SUBMIT MEMORANDUMS TO THEIR STATE/TERRITORY OFFICER MANAGEMENT BRANCH. MEMORANDUMS MUST BE RECEIVED NLT 21 OCT 11 TO ALLOW EFFICIENT PROCESSING. DO NOT WRITE A MEMORANDUM TO THE PRESIDENT OF THE BOARDS WHICH SUMMARIZES YOUR MILITARY CAREER OR THAT IS SELF-AGGRANDIZING. KEEP THE MEMORANDUM SHORT, TO THE POINT AND RELEVANT.

B. FAILURE TO COMPLY WITH THESE INSTRUCTIONS WILL BE VIEWED AS A "LACK OF DUE DILIGENCE" ON YOUR PART. THE DA SECRETARIAT WILL ONLY ACCEPT ONE (1) MEMORANDUM TO THE PRESIDENT OF THE BOARD.

C. ANY MEMORANDUMS/LETTERS CONSIDERED BY A BOARD WILL BECOME A MATTER OF RECORD FOR THE BOARD AND WILL BE RETAINED BY CDR, HRC. MEMORANDUMS TO A BOARD (INCLUDING ENCLOSURES) WILL NOT BE FILED IN AN OFFICER'S OMPF.

D. COMMUNICATIONS OR MEMORANDUMS OF RECOMMENDATION FROM OTHER PARTIES ON BEHALF OF OFFICERS ELIGIBLE FOR CONSIDERATION WILL NOT BE PROVIDED TO THE BOARD UNLESS FORWARDED AS AN ENCLOSURE TO A LETTER FROM THE OFFICER BEING CONSIDERED.

9. OFFICIAL PHOTOGRAPHS:

A. THIS BOARD WILL REVIEW THE OFFICIAL PHOTOGRAPH IN DIGITAL FORMAT STORED IN DEPARTMENT OF THE ARMY PHOTOGRAPH MANAGEMENT INFORMATION SYSTEM (DAPMIS). IN VIEW OF THE EMPHASIS ON OFFICIAL PHOTOGRAPHS, OFFICERS ARE ENCOURAGED TO REVIEW THEIR OFFICIAL PHOTOGRAPH IAW THE GUIDELINES IN AR 640-30. IF NEEDED, GO TO [HTTP://WWW.VIOS.ARMY.MIL](http://www.vios.army.mil) TO FIND YOUR NEAREST DAPMIS PHOTOGRAPHIC FACILITY LOCATION. PHOTOGRAPHS MUST BE ACCEPTED IN DAPMIS NLT 21 OCT 11 TO ALLOW FOR REQUIRED PROCESSING TIME.

B. THE MINIMUM OFFICIAL PHOTOGRAPH FREQUENCY FOR OFFICERS IS EVERY FIVE YEARS. HOWEVER, A MAJOR CHANGE IN PHYSICAL AND/OR UNIFORM APPEARANCE, SUCH AS A CHANGE IN WEIGHT (GAIN OR LOSS), AWARDS (ARMY COMMENDATION MEDAL OR HIGHER), AND/OR RANK, REQUIRE AN OFFICIAL PHOTOGRAPH UPDATE.

C. OFFICERS ASSIGNED TO AN AREA (INCLUDING HOSTILE FIRE AREAS) WHERE PHOTOGRAPHIC FACILITIES ARE NOT AVAILABLE OR WHERE CONDITIONS PREVENT THEM FROM BEING PHOTOGRAPHED, ARE TEMPORARILY EXEMPT FROM SUBMITTING NEW PHOTOGRAPHS IAW THE FIVE YEAR REQUIREMENT. THESE OFFICERS WILL BE PHOTOGRAPHED WITHIN 90 DAYS OF RETURN TO AN AREA WHERE PHOTOGRAPHIC FACILITIES ARE AVAILABLE. ADDITIONALLY, FEMALE OFFICERS WHO ARE DUE FOR A REQUIRED UPDATE DURING PREGNANCY ARE EXEMPT FROM THE REQUIREMENT UNTIL SIX MONTHS AFTER PREGNANCY. ANY PHOTOGRAPH THAT IS OLDER THAN FIVE (5) YEARS WILL BE AUTOMATICALLY DELETED PER AR 640-30.

D. ONLY THE CLASS A GREEN UNIFORM OR ARMY SERVICE UNIFORM IS AUTHORIZED, IAW AR 640-30. HARDCOPY PHOTOGRAPHS ARE NO LONGER ACCEPTED

10. THESE BOARDS WILL UTILIZE THE MBF APPLICATION, WHICH IS COMPRISED OF THE OFFICIAL PHOTO (DAPMIS), ORB AND DOCUMENTS FROM THE PERFORMANCE SECTION OF THE OMPF. OFFICERS MUST REVIEW THEIR OMPF ON-LINE BEFORE THE MBF BECOMES AVAILABLE.

A. YOU CAN REVIEW YOUR OMPF THROUGH YOUR HRC [HTTPS://WWW.HRC.ARMY.MIL](https://www.hrc.army.mil) OR GUARD KNOWLEDGE ON-LINE (GKO) ([HTTPS://GKO.NGB.ARMY.MIL](https://gko.ngb.army.mil)) WEBSITES. IN ORDER FOR MBF TO BE UPDATED, YOU MUST FIRST CORRECT THOSE ITEMS IN YOUR OMPF AND DAPMIS, AS APPLICABLE VIA YOUR S-1. TO ACCESS MBF GO TO [HTTPS://WWW.HRC.ARMY.MIL](https://www.hrc.army.mil), CLICK ON TOOLS AND SELF SERVICE, AND CLICK ON THE MY BOARD FILE ICON. FOLLOW THE INSTRUCTIONS ON THE PAGE TO REVIEW THE MBF. IF THE OFFICER DOES NOT HAVE AN AKO ACCOUNT, GO TO: [HTTPS://WWW.US.ARMY.MIL](https://www.us.army.mil) AND REQUEST ONE.

B. OFFICERS MUST PROVIDE MISSING DOCUMENTS THAT THEY HAVE IN THEIR POSSESSION, OR MAKE A REASONABLE ATTEMPT TO RETRIEVE THOSE MISSING DOCUMENTS. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY DEMONSTRATE A "LACK OF DUE DILIGENCE" ON THE OFFICERS PART. AN EXPLANATION FOR THE INABILITY TO COMPLY WILL ACCOMPANY ALL REQUESTS FOR A SPECIAL SELECTION BOARD (SSB). DOCUMENTS THAT ARE IN THE PERFORMANCE PORTION OF THE OMPF WILL BE PULLED INTO THE MBF. ARNGUS OFFICERS MUST FOLLOW THE SUBMISSION PROCESS OUTLINED IN PARAGRAPH 9. F. VISIBILITY OF THE MBF WILL CEASE FIVE (5) DAYS PRIOR TO THE CONVEENE DATE OF THE BOARDS.

(27 OCT 11)

C. ALL OFFICERS SERVICED BY AN S-1 OFFICE, NORMALLY TPU AND AGR, SHOULD PROCESS THEIR OMPF DOCUMENTS THROUGH THAT OFFICE. IRR OR IMA OFFICERS SHOULD PROCESS THEIR OMPF DOCUMENTS THROUGH THEIR ASSIGNMENT OFFICER. AGR OFFICERS WHO ARE NOT SERVICED BY AN S-1 OFFICE, WHICH ARE PART OF SOME "ABOVE THE LINE UNITS", MAY PROCESS THEIR DOCUMENTS THROUGH THEIR CAREER BRANCH MANAGER. REPEATED SUBMISSIONS OF DOCUMENTS CREATES DUPLICATES IN YOUR MBF AND SLOWS THE PROCESS.

D. USAR OFFICERS MUST SUBMIT NON-OPMF DOCUMENTS, MEMORANDUMS TO THE BOARD, DA FORMS 2-1, AND ORBS FOR IMA, IRR AND TPU IN A PDF FORMAT VIA EMAIL TO THE FOLLOWING ADDRESS: [HRC.BOARD.CPTAPL@CONUS.ARMY.MIL](mailto:HRC.BOARD.CPTAPL@CONUS.ARMY.MIL) ENSURE THAT ONLY NON-OPMF DOCUMENTS ARE SENT TO THIS EMAIL ADDRESS. SUBMISSIONS OF MEMORANDUMS WHICH ARE IMPROPERLY FORMATTED, UNSIGNED OR CONTAIN OMPF DOCUMENTS WILL NOT BE ACCEPTED. SUSPENSE DATE (21 OCT 11).

E. UPDATING THE OFFICIAL MILITARY PERSONNEL FILE (OMPF):

(1) ALL OFFICERS SERVICED BY AN S-1/MPD/MIL HR OFFICE, NORMALLY TPU AND AGR, SHOULD PROCESS THEIR OMPF DOCUMENTS THROUGH THAT OFFICE. IRR OR IMA OFFICERS SHOULD PROCESS THEIR OMPF DOCUMENTS THROUGH THEIR CAREER BRANCH MANAGER. AGR OFFICERS WHO ARE NOT SERVICED BY AN S1 OFFICE, WHICH ARE PART OF SOME "ABOVE THE LINE UNITS", MAY PROCESS THEIR DOCUMENTS THROUGH THEIR CAREER BRANCH MANAGER.

(2) S-1/MPD/MIL HR OFFICES AND CAREER BRANCH MANAGERS WILL USE THE WEB UPLOAD FEATURE IN IPERMS TO SUBMIT AUTHORIZED OMPF DOCUMENT UPDATES, IAW AR-600-8-104, TABLE 2-1. ALL DOCUMENTS MUST INCLUDE YOUR FULL NAME AND COMPLETE 9 DIGIT SSN. THE S-1/MPD/MILITARY HR OFFICE OR CAREER BRANCH MANAGER WILL:

(A) PLACE "BOARD, CPT" IN THE COMMENT FIELD OF YOUR BATCH.

(B) SELECT "QUEUE TO INDEX/VALIDATION" FROM THE DROP DOWN MENU UPON COMPLETION.

(C) THE SYSTEM WILL PROVIDE YOU A BATCH NUMBER FOR FUTURE REFERENCE. THE BATCH NUMBER IS USED FOR TRACKING PURPOSES WHILE PROCESSING OCCURS IN IPERMS. THESE STEPS WILL ENSURE PRIORITY PROCESSING (48-72 HOURS). DO NOT SUBMIT UPDATES IN MULTIPLE CHANNELS AS THIS SLOWS DOWN THE ENTIRE SYSTEM - DO NOT DUPLICATE YOUR EFFORT.

(3) ALL OMPF UPDATE SUBMISSIONS MUST BE RECEIVED NLT 17 OCT 11 TO ALLOW FOR SUFFICIENT PROCESSING TIME. ALL UPDATES TO THE PERFORMANCE PORTION OF THE OMPF WILL POPULATE YOUR MBF APPLICATION BUT THERE IS TYPICALLY A DELAY INVOLVED. THIS IS NORMAL. PLAN ACCORDINGLY.

(4) THE IPERMS OFFICE DOES NOT BATCH OERS OR DA FORM 1059, THE EVALUATIONS BRANCH DOES. FOLLOW THE PROCEDURES IN PARAGRAPH 3 OF THIS MESSAGE FOR ALL EVALUATION RELATED DOCUMENTS AND ISSUES.

(5) FOR RESOLUTION OF DUPLICATE, INVERTED OR MISFILED DOCUMENTS (EXCEPT OER OR DA FORM 1059), SUBMIT EMAIL REQUEST TO [HRC.IPERMSBOARDSUPPORT@CONUS.ARMY.MIL](mailto:HRC.IPERMSBOARDSUPPORT@CONUS.ARMY.MIL). BRIEFLY EXPLAIN WHAT THE PROBLEM IS AND INCLUDE THE COMPLETE 9-DIGIT SSN. CORRECTLY FILED AUTHORIZED DOCUMENTS WILL NOT BE REMOVED. DO NOT USE THIS EMAIL ACCOUNT FOR ADDING OMPF DOCUMENTS.

(6) FOR RESOLUTION OF DUPLICATE, INVERTED OR MISFILED EVALUATION REPORTS OR DA FORM 1059 SUBMIT EMAIL REQUEST TO [HRC.TAGD.EVALAPPEALS@CONUS.ARMY.MIL](mailto:HRC.TAGD.EVALAPPEALS@CONUS.ARMY.MIL).

F. ARNGUS OFFICERS MUST SUBMIT MISSING NON-OMPF DOCUMENTS (2-1 OR ORB & LETTER TO THE BOARD) THROUGH THEIR STATE/TERRITORY OFFICER MANAGEMENT BRANCH, WHO WILL SUBMIT THOSE DOCUMENTS TO NGB-HRP-R NLT 17 OCT 11. ARNGUS OFFICERS SHOULD CHECK THEIR EVALUATION HISTORY AND OERS ON-LINE THROUGH THEIR OMPF FILE ON IPERMS. THIS CAN BE ACCESSED THROUGH [HTTPS://IPERMS.HRC.ARMY.MIL](https://IPERMS.HRC.ARMY.MIL). LOG IN USING YOUR CAC OR GO TO AKO TO LOG ON USING YOUR USERNAME AND PASSWORD. SEND UNPROCESSED OERS AND LETTER REPORTS TO THE EMAIL OR MAIL ADDRESS LISTED IN PARAGRAPH 3B FOR PROCESSING. SUBMIT ALL OMPF DOCUMENTS THROUGH YOUR CHAIN OF COMMAND TO THE STATE/TERRITORY MILPO FOR PROCESSING THROUGH PERMS. ALTHOUGH THE OMPF IS USED TO CREATE AN MBF, OFFICERS MUST CHECK THEIR MBF, AS THIS IS THEIR OFFICIAL FILE FOR CONSIDERATION. ARNGUS OFFICERS MUST CONTACT THEIR CHAIN OF COMMAND, THEN MILPO, AND THEN NATIONAL GUARD BUREAU (NGB) FOR DISCREPANCIES BETWEEN THEIR OMPF AND THE MBF. THE EMAIL ADDRESS FOR NGB IS [NGB.ARP.DA@NG.ARMY.MIL](mailto:NGB.ARP.DA@NG.ARMY.MIL) OR CALL 703-607-9132 OR 703-607-9112. ARNGUS OFFICERS MAY ONLY SUBMIT A DA FORM 2-1. NOTE, PLEASE ENSURE YOUR FIRST DA FORM 2-1 OR ORB IS ACCURATE AND HAS BEEN VERIFIED BY THE PERSONNEL OFFICER AND YOUR OPM OFFICE. ONCE YOU SUBMIT THE FIRST DA FORM 2-1, ALL OTHERS WILL BE DESTROYED WITHOUT ACTION. ARNGUS OFFICERS DISREGARD ANY PERSONAL INFORMATION ON THE HRC WEBSITE. ADDRESSES, RANK, ETC, MAY NOT BE UPDATED ON THE ARMY RESERVE WEBSITE. CONCENTRATE ON THE MBF.

G. EMAIL NON-OMPF DOCUMENT SUBMISSIONS TO [HRC.BOARD.CPTAPL@CONUS.ARMY.MIL](mailto:HRC.BOARD.CPTAPL@CONUS.ARMY.MIL) ALL DOCUMENTS EMAILED TO THE BOARD ADDRESS SHOULD BE IN PDF FORMAT AND MUST BE RECEIVED NLT 21 OCT 11. DO NOT EMAIL OMPF DOCUMENTS TO THE BOARD EMAIL ADDRESS. THE MBF VIEW WILL CLOSE FIVE (5) WORKING DAYS PRIOR TO THE CONVE NE DATE OF THE BOARDS (26 OCT 11).

H. MY BOARD/DOCUMENT SUBMISSION DATES:

MY BOARD FILE OPENS 6 SEP 11  
MY BOARD FILE CLOS ES 27 OCT 11

11. EACH OFFICER SHOULD BE GIVEN AN OPPORTUNITY TO AUDIT HIS/HER DA FORM 2-1.

12. COMMANDERS WILL ENSURE THAT THE LOCAL RECORD OF EACH OFFICER ELIGIBLE FOR CONSIDERATION IS REVIEWED TO DETERMINE IF THE OFFICER HAS RECEIVED ALL REQUIRED EVALUATION REPORTS AND HAS AN AUDITED COPY OF THE ORB (IMA AND IRR ONLY), OR DA FORM 2-1 SENT TO THIS OFFICE AS DEFINED IN AR 135-155.

13. OFFICERS THAT HAVE AN APPROVED SEPARATION WITHIN 90 DAYS OF CONVENE DATE OF THE BOARDS ARE NOT ELIGIBLE FOR CONSIDERATION BY THESE SELECTION BOARDS (10 USC 14301). OFFICERS AFFECTED BY THIS POLICY HAVE AN APPROVED SEPARATION DATE ON OR BEFORE 30 JAN 12.

14. POINTS OF CONTACT:

A. FOR ADMINISTRATIVE AND PROCEDURAL CONSIDERATION MATTERS, THE POC IS DA OFFICER PROMOTION SECTION, (AHRC-PDV-PO), DSN 983-9012, COMMERCIAL (502) 613-9012. E-MAIL ADDRESS IS [HRC.TAGD.RC.OFFICERPROMOTIONS@CONUS.ARMY.MIL](mailto:HRC.TAGD.RC.OFFICERPROMOTIONS@CONUS.ARMY.MIL). OFFICERS SHOULD DIRECT QUESTIONS CONCERNING ORB CHANGES/CORRECTIONS TO THEIR SERVICING UA, MPD OR THE APPROPRIATE ASSIGNMENT OFFICER.

B. FOR OER PROCEDURAL MATTERS, THE POC IS EVALUATIONS BRANCH, (AHRC-PDV-ER), DSN 983-9019, COMMERCIAL (502) 613-9019. E-MAIL ADDRESS IS [HRC.TAGD.EVALPOLICY@CONUS.ARMY.MIL](mailto:HRC.TAGD.EVALPOLICY@CONUS.ARMY.MIL).

C. FOR OMPF/IPERMS INQUIRIES: [HRC.IPERMSBOARDSUPPORT@CONUS.ARMY.MIL](mailto:HRC.IPERMSBOARDSUPPORT@CONUS.ARMY.MIL), DO NOT SEND OMPF UPDATE DOCUMENTS TO THIS EMAIL. FOLLOW THE PROCEDURES IN PARAGRAPH 9 ABOVE.